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DEPARTMENT OF AGRICULTURE, WEIGHTS AND MEASURES

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WEIGHTS & MEASURES
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SAN MARCOS OFFICE
(760) 752-4700
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County of San Diego

UTILITY SUB-METER TESTING AND REGISTRATION NOTICE

Registration of utility sub-meters used for commercial purposes is required annually. Registration fees offset the cost of inspection and testing to ensure commercial devices are in compliance with state and local laws. Enclosed is the renewal application for your registration certificate.

Please remember:

- Each location with one or more commercial sub-meters requires a separate application and fee. Registrations are not transferable from one person to another or from one location to another.
- Registrations not postmarked within 30 days of the due date will accrue penalties. A 50% penalty is applied to registrations for each 30 days of delinquency, up to 200%.
- All commercial utility sub-meters must be registered and sealed by the County Sealer before being used or placed into service.
- Once we receive your completed Registration Application and fees, we will mail your certificate to you. Certificates must be posted at the complex or park where the meters are located.
- Replacement meters may be substituted during testing provided they are type-approved for commercial use and bear a valid County Weights and Measures Seal prior to installation.
- Submit at least 10% of each type of sub-meter (electric, vapor and water) annually to ensure all meters are tested at least once every ten years.
- Please submit your meters according to the schedule on the reverse side. You will be notified to pick up the completed meters within 5 working days. Meters not claimed within 90 days of being notified to pick them up may be subject to disposal as unclaimed property.

Please make any necessary changes, sign and return the enclosed application with the correct payment by Visa, MasterCard, check or money order payable to: **County of San Diego.**

Mail to: Department of Agriculture, Weights and Measures
9325 Hazard Way, Suite 100
San Diego, CA 92123

You may register in person at our office Monday - Friday, 8:00 a.m. to 4:00 p.m., excluding holidays. For more information and forms, go to <http://www.sdcounty.ca.gov/awm/wm.html>. If you need further information on how to register your location and devices, please call our office at (858) 694-2778, Monday through Friday, 8:00 a.m. to 4:00 p.m.

ENCLOSURES: Annual Registration Application Form(s)
Updated on 8-4-11

TESTING SCHEDULE FOR SUB-METERS by ZIP CODE

| 1ST QUARTER ZIP CODES JANUARY-MARCH | 2ND QUARTER ZIP CODES APRIL-JUNE | 3RD QUARTER ZIP CODES JULY-SEPTEMBER | 4TH QUARTER ZIP CODES OCTOBER- DECEMBER |
|--|---|---|--|
| 91905 | 91901 | 91932 | 91911 |
| 91906 | 91931 | 91950 | 91935 |
| 91910 | 91945 | 91978 | 91942 |
| 91913 | 91977 | 92008 | 91962 |
| 91917 | 92005 | 92020 | 92002 |
| 91934 | 92019 | 92026 | 92009 |
| 91941 | 92025 | 92031 | 92021 |
| 91948 | 92029 | 92040 | 92027 |
| 91963 | 92037 | 92056 | 92032 |
| 92003 | 92054 | 92064 | 92057 |
| 92004 | 92061 | 92071 | 92065 |
| 92014 | 92070 | 92084 | 92078 |
| 92024 | 92083 | 92103 | 92081 |
| 92028 | 92102 | 92107 | 92086 |
| 92035 | 92106 | 92111 | 92104 |
| 92036 | 92110 | 92113 | 92108 |
| 92060 | 92116 | 92117 | 92114 |
| 92069 | 92119 | 92118 | 92120 |
| 92082 | 92137 | 92127 | 92139 |
| 92101 | 92154 | 92536 | 92173 |
| 92105 | 92590 | 91915 | 91980 |
| 92109 | 91902 | 91947 | 92010 |
| 92115 | 92075 | 92122 | 92041 |
| 92126 | 92077 | 92123 | 92055 |
| 92302 | 92121 | 92124 | 92007 |
| 92130 | 92133 | 92129 | 92128 |
| 92131 | 92136 | 92135 | 92145 |

1. Locate the zip code where the sub-meters are in use.
2. Determine the quarter with the applicable zip code.
3. Submit 10% of each type of sub-meter for testing during the indicated quarter.
Example: Zip code 91932 is in Quarter 3. Please bring meters for testing between July and September.
4. Please label the meters with their installation location and bring them to:

**Department of Agriculture, Weights and Measures
9335 Hazard Way San Diego, California 92123**

Monday through Friday 8:00 a.m. to 4:00 p.m.

For convenience, you may wish to contact other sub-metered properties within the same zip code and coordinate the transportation of the sub-meters in one vehicle. This may alleviate some unnecessary trips to our central testing facility.